

ITEMS REQUIRED IN HACCP PLAN:

- COPY OF MENU
- PRIORITY ASSESSMENT WORKSHEET
- GENERAL FOOD PREPARATION INFORMATION
 - DO NOT HAVE TO COPY QUESTIONS, YOU MAY NUMBER RESPONSES #1 – 13 ON A SEPARATE PIECE OF PAPER
- COMPLETE THE CRITICAL CONTROL POINT SHEETS (CCP).
 - A PAGE NEEDS TO BE COMPLETED FOR EACH CRITICAL CONTROL POINT THAT IS TO BE PERFORMED IN THE FACILITY
 - CCPs ARE (BUT NOT LIMITED TO): COLD HOLD, COOK, HOT HOLD, COOL, AND REHEAT
- EITHER AN EXAMPLE OF TEMPERATURE LOGS OR A STATEMENT OF HOW TEMPERATURES FOR CRITICAL CONTROL POINTS WILL BE MONITORED
- INFORMATION ON EMPLOYEE TRAINING, FACILITY CLEANING SCHEDULE
- EXPLANATION OF THERMOMETER CALIBRATION (INCLUDED)

Priority Assessment Worksheet

Facility Name:

Date:

Facility Address:

Phone Number:

Fax number:

E-mail address:

A priority assessment is an evaluation of the risk in a food service facility using the parameters established in the Code of Maryland Regulations 10.15.03.33C. A HACCP Plan is required for all high and moderate priority facilities. Please answer the following questions and submit along with a copy of your menu and General Food Preparation Information (page 5) to enable us to establish the priority of your facility.

Are you a food service facility connected with a health care facility (hospital, nursing home, etc)? Yes No

If not, what population do you serve? _____

Will you be preparing any of the following one or more days in advance of service?

- | | |
|---|--|
| <input type="checkbox"/> Beef | <input type="checkbox"/> Baked Goods |
| <input type="checkbox"/> Pork | <input type="checkbox"/> Sliced Fresh Fruit / Vegetables |
| <input type="checkbox"/> Poultry | <input type="checkbox"/> Cooked Vegetables |
| <input type="checkbox"/> Fish / Seafood | <input type="checkbox"/> Other: _____ |

Will you be preparing any of the following four hours or less in advance of service?

- | | |
|---|--|
| <input type="checkbox"/> Beef | <input type="checkbox"/> Baked Goods |
| <input type="checkbox"/> Pork | <input type="checkbox"/> Sliced Fresh Fruit / Vegetables |
| <input type="checkbox"/> Poultry | <input type="checkbox"/> Cooked Vegetables |
| <input type="checkbox"/> Fish / Seafood | <input type="checkbox"/> Other: _____ |

What types of food systems do you intend to use in your facility?

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Cold Hold | <input type="checkbox"/> Cook |
| <input type="checkbox"/> Hot Hold | <input type="checkbox"/> Reheat |
| <input type="checkbox"/> Cooling | |
| <input type="checkbox"/> Other (please specify): _____ | |

Will you be selling commercially packaged food items directly to customers (bottled sodas, chips, etc.)?

Yes No

Will these packaged items be removed from the original, unopened package by the facility for further processing (such as portion control or microwave cooking)?

Yes No

OFFICIAL USE ONLY

Facility Priority: LOW MODERATE HIGH

Sanitarian: _____

Date Reviewed: _____

General Food Preparation Information

1. Ensure that all foods are obtained from approved sources. Please list all major suppliers and food distributors used. We encourage all food service facility managers to subscribe to the online USDA and FDA recall list.

-

2. Specify how cross contamination from raw to cooked or ready-to-eat foods will be prevented.

-

3. Indicate how frozen potentially hazardous food will be thawed.

-

4. Indicate how potentially hazardous food will be cooled (i.e., ice baths, shallow pans, rapid chill).

-

5. List the foods or categories of foods that will be prepared one or more days in advance of service.

-

6. Specify whether any prepared foods are distributed off-premises (catering, delivery).

-

7. Specify whether any foods are received in reduced oxygen or vacuum-sealed packaging (ROP) and/or whether facility will be producing food items in reduced-oxygen packaging.

-

8. Provide facility policies for handling food service worker illness and complaints of patron illness.

-

9. State whether water and sewer are on public or private systems.

-

10. Will you be using time-only control for foods? (If yes, complete the Time-Only Request Form)

-

11. Do you intend to serve raw or undercooked food items?

-

12. Will your facility be preparing sushi rice? (Submit proof of proper rice acidification)

-

13. Will your facility be pooling eggs (mixing raw eggs together) which will not be immediately cooked?

-

HACCP Plan Form

Facility Name:

Prepared by:

CCP: **Cold Hold**
 Receive > Store > Prep > Serve
 Receive > Store > Prep > Cold Hold > Serve

Critical limits: Maintain product temperature at **41° F or below**.
 Maintain product temperature at **38° F or below** for all
 vacuum-sealed meat and seafood products.

Monitoring: Measure temperature at warmest part of the product
 every 2 to 4 hours.

Corrective Actions: Re-chill if internal temperature has not exceeded 41° F
 for more than 2 hours. Discard if food has been out of
 temperature more than 4 hours or if the food temperature
 is not verifiable.

Equipment:

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Cook

Receive > Store > Prep > Cook > Serve

Receive > Store > Thaw > Cook > Serve

Critical limits:

Cook foods to at least **165° F for 15 seconds** or the required minimum cook temperatures and times. (See attached chart)

Monitoring:

Check temperature when cook step is complete.

Corrective Actions:

If food has not reached proper temperature, continue cooking until internal temperature reaches the required minimum specified (see attached chart).

Equipment:

Menu items using this CCP:

Summary of Minimum Cooking and Reheating Food Temperatures and Holding Times

FOOD	MINIMUM INTERNAL TEMPERATURE		HOLDING TIME AT SPECIFIED TEMPERATURE
	°F	°C	
Shell eggs. Fish, meat, and all other potentially hazardous foods not listed in this table.	145	63	15 seconds
Shell eggs not prepared for immediate service, ratites, comminuted fish and meats, game animals commercially-raised for food, and injected meats.	145	63	3 minutes
	150	66	1 minute
	155	68	15 seconds
	158	70	< 1 second
Whole roasts (beef, corned beef, pork and cured pork roasts such as ham). Holding time may include post oven heat rise. Minimum oven temperature for roasts greater than 10 pounds is 250°F for dry heat. For roasts less than 10 pounds, minimum oven temperatures are 350°F for dry heat and 325°F for convection ovens. Oven temperature may be 250°F or less for high humidity cooking (relative humidity greater than 90 percent for at least 1 hour or in a moisture impermeable bag that provides 100 percent humidity).	130	54.4	112 minutes
	131	55	89 minutes
	133	56.1	56 minutes
	135	57.2	36 minutes
	136	57.8	28 minutes
	138	58.9	18 minutes
	140	60	12 minutes
	142	61.1	8 minutes
	144	62.2	5 minutes
	145	62.8	4 minutes
	147	63.9	134 seconds
	151	66.1	54 seconds
	155	68.3	22 seconds
	158	70	None
Poultry; stuffed meat, pasta, or poultry, and exotic bird species; wild game animals; and stuffing containing fish, meat, or poultry. Reheating chilled leftovers for 2nd day service.	165	74	15 seconds
Raw foods of animal origin cooked in a microwave oven.	165	74	Hold for 2 min. after removing from microwave
Fruits and vegetables cooked for hot holding, ready-to-eat commercially-processed foods, and hot held items.	135	57	None

Source: COMAR 10.15.03.10.A.(1)

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Hot Hold

Receive > Store > Prep > Cook > Hot Hold > Serve

Receive > Store > Thaw > Cook > Hot Hold > Serve

Critical limits:

Maintain product temperature at **135° F or above.**

Monitoring:

Measure temperature at coolest part of the product
every 2 to 4 hours.

Corrective Actions:

Reheat to a minimum of 165 °F for at least 15 seconds if product temperature has been below 135 °F for no more than 2 hours. Product must be discarded if it has been below 135 °F for more than 4 hours or time out of temperature is unknown.

Equipment:

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Cool

Receive > Store > Cook > Cool > Reheat > Serve

Receive > Store > Prep > Cook > Cool > Reheat > Serve

Receive > Store > Thaw > Cook > Cool > Reheat > Serve

Critical limits:

Rapidly cool from 135°F to 70°F within 2 hours; and from 70°F to 41°F within an additional 4 hours (6 hours total). *Cold salads and canned meat must be cooled to an internal temperature of 41° F within 4 hours.

Monitoring:

Measure product temperature at 2 hours and 6 hours.

Corrective Actions:

Modify procedure as needed. Cooling methods may include ice paddle, ice bath, shallow pans, rapid chill, refrigeration, or freezing. If not cooled to 41° F within 6 hours, product must be reheated to 165° F or discarded.

Equipment:

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP: **Reheat**

Receive > Store > Cook > Cool > Reheat > Serve

Receive > Store > Prep > Cook > Cool > Reheat > Serve

Receive > Store > Thaw > Cook > Cool > Reheat > Serve

Critical limits:

Potentially hazardous foods are to be reheated within two hours to a **minimum internal temperature of 165° F or above for at least 15 seconds** for a food that has been cooked, cooled, and refrigerated before being placed into hot holding equipment.

If using a microwave oven, foods must reach a minimum internal temperature of 165° F for at least 15 seconds (within 2 hours or less) and kept covered for 2 minutes before serving.

Monitoring:

Measure temperature at coolest part of the product.
Monitor the elapsed time it takes to reheat product.

Corrective Actions:

If product does not reach the required minimum temperature within 2 hours, the food must be discarded.

Equipment:

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP: **CATERING** for Off-Site Temporary Events

Receive > Prep > Cook > Store > Transport > Serve > Discard

Receive > Store > Transport > Prep > Cook > Serve > Discard

Critical limits: Maintain product temperature at **135° F or above** for all Hot-Held food items.
Maintain product temperature at **41° F or below** for all Cold-Held food items.
Off-site cooking required at **165° F for 15 seconds** or the required minimum cook temperature and time.

Monitoring: Measure temperatures at coldest/warmest part of the product every 2 to 4 hours.

Corrective Actions: Product temperatures must be reheated to 165° F for a minimum of 15 seconds, or discarded within 4 hours.

Equipment*: Cold-hold methods may include but are not limited to: refrigeration, shallow pans, rapid-chill, and ice baths.
Hold-Hold methods may include but are not limited to: chaffing dishes, warming cabinets, and crockpots.
**All Cooking equipment used shall be NSF-Approved or labeled as Commercial-grade use.*

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Critical limits:

Monitoring:

Corrective Actions:

Equipment:

Menu items using this CCP:



WASHINGTON COUNTY HEALTH DEPARTMENT

1302 Pennsylvania Avenue • Hagerstown, MD 21742

www.washhealth.org

Time Only Request Form

Name of Facility: _____

Address of Facility: _____

Name of Owner: _____

Time-only temperature control allows the facility to maintain food items at ambient temperatures under special conditions. **See COMAR 10.15.03 Regulation .08 for specific details.**

The approving authority may approve the use of time-only, rather than time in conjunction with temperature for food protection.

Before using time-only while holding or preparing a potentially hazardous food, a written request is submitted to and approved by the approving authority for a specific food under specific conditions of preparation and service.

FOOD/MENU ITEM:

RECORD KEEPING PROCEDURES: (attach all record keeping forms)

PROCEDURES FOR IDENTIFYING FOOD FOR USE OR DISCARD:

For Office Use Only:

Facility Permit Number:

Date:

Sanitarian:

ENVIRONMENTAL HEALTH
13332 Pennsylvania Avenue
Hagerstown, Maryland 21742

240-313-3400 Voice • 240-313-3391 TDD • 240-313-3424 Fax

Stem-Thermometer Calibration

Ice-Point Method for Calibrating a Thermometer

Fill a large container with crushed ice. Add clean tap water until the container is full. Stir the mixture well. Insert the thermometer stem or probe into the ice water so the sensing area is completely submerged. Wait thirty seconds, or until the indicator stops moving. Do not let the stem or probe touch the container's bottom or sides. The thermometer stem or probe must remain in the ice water. Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32° Fahrenheit.

Boiling-Point Method for Calibrating a Thermometer

Bring clean tap water to a boil in a deep pan. Insert the thermometer stem or probe into the boiling water so the sensing area is completely submerged. Wait thirty seconds, or until the indicator stops moving. Do not let the stem or probe touch the pan's bottom or sides. The thermometer stem or probe must remain in the boiling water. Hold the calibration nut securely with a wrench or other tool, and rotate the head of the thermometer until it reads 212° Fahrenheit.

Written Procedures for Employee HACCP Training

All employees will be trained to use the approved HACCP plan prior to beginning food preparation and periodically as needed. Training will include identification of the processes that are critical control points, how these processes will be monitored, and what corrective actions must be taken when critical controls are violated (cooling/reheating/discard).

The approved HACCP plan will be available in the food preparation area at all times.

Temperature logs will be used to monitor product temperatures during the preparation process. These completed logs will be maintained in the food preparation area, and held for review by management, as part of the HACCP monitoring system.

– OR –

If food temperature logs are not used, temperatures are to be taken daily at opening and closing, also at regular intervals every 2 to 4 hours during facility operation.

Training in basic sanitation will include hand washing procedures and methods for cleaning and sanitizing utensils, equipment, and food preparation surfaces.

All employees will be trained to use and calibrate a metal stem thermometer, and will be required to check and recalibrate thermometers as often as deemed necessary. (see next page)

**NOTE: Use of logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate temperatures are routinely monitored, as described in the HACCP plan, and specified corrective actions are taken when critical limits are not met.*

Examples of Record Keeping Chart

Display product temperature Form

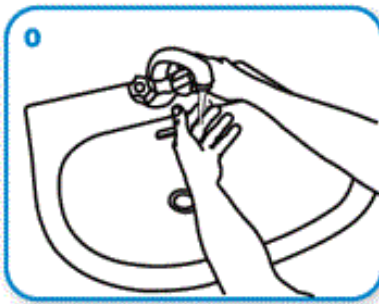
Product						
Initial Temp						
Time	Product Temp					Initials
7:00am						
8:00am						
9:00am						
10:00am						
11:00am						
12:00						
1:00pm						
2:00pm						
3:00pm						
4:00pm						
5:00pm						
6:00pm						
7:00pm						

Cooler Temperature Form

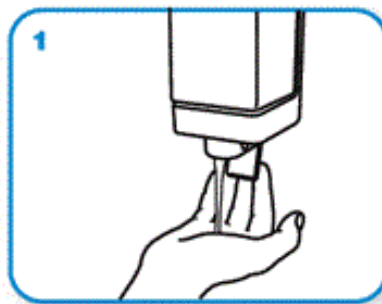
Time	Temperature			
	#1	#2	#3	Initials/Comments
7:00am				
11:00am				
3:00pm				
7:00pm				
11:00pm				

Receiving Temperature Form

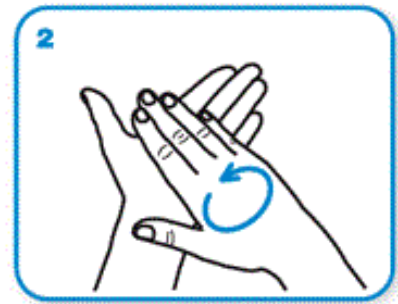
[illegible]



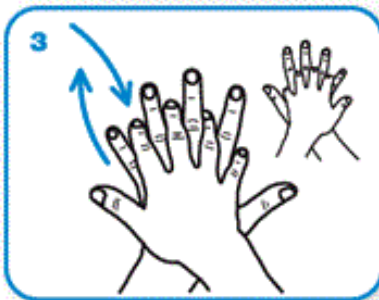
Wet hands with water



apply enough soap to cover all hand surfaces.



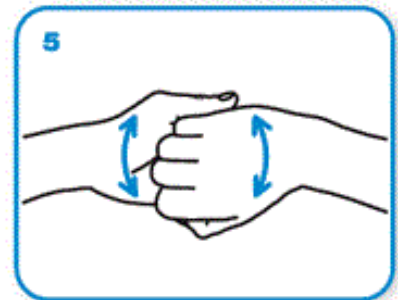
Rub hands palm to palm



right palm over left dorsum
with interlaced fingers
and vice versa



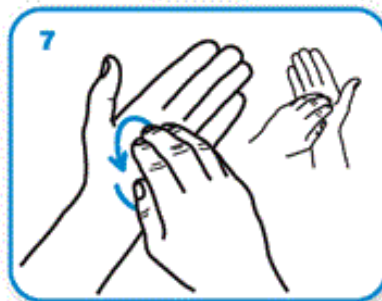
palm to palm with fingers
interlaced



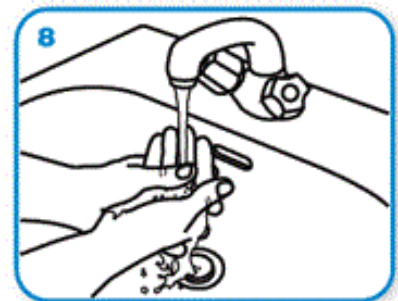
backs of fingers to opposing
palms with fingers interlocked



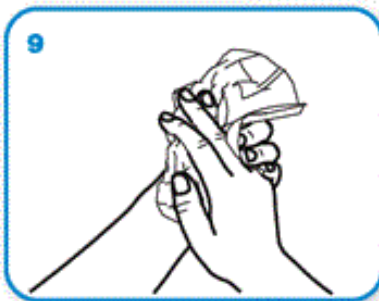
rotational rubbing of left thumb
clasped in right palm
and vice versa



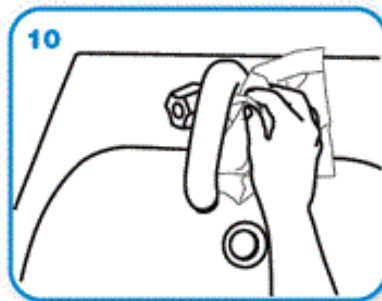
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



Rinse hands with water



dry thoroughly with a single
use towel



use towel to turn off faucet



...and your hands are safe.

STOP

HEALTH REGULATIONS REQUIRE THAT YOU

WASH YOUR HANDS!

- BEFORE STARTING WORK (INCLUDING AFTER BREAKS)
 - AFTER VISITING TOILET
 - WHEN SOILED BY WORK



METHOD OF HAND WASHING

- ☒ Use SOAP and WARM, RUNNING WATER
- ☒ WASH your hands vigorously
- ☒ WASH ALL SURFACES, including:
 - ❖ backs of hands
 - ❖ wrists
 - ❖ between fingers
 - ❖ under fingernails
- ☒ RINSE well
- ☒ DRY hands with a paper towel (or automatic hot air dryer in bathrooms)
- ☒ Turn off the water handles using a PAPER TOWEL instead of bare hands